

Fundraising & Engagement - Events Volunteer

Our mission is to provide information and support for anyone affected by cancer, offering practical ways of enhancing physical, psychological, and emotional wellbeing.

The Mulberry Centre is an award-winning charity which relies heavily on donations from individuals and organisations to support people through their cancer journey from diagnosis, through treatment and then post-discharge. We help them to start rebuilding their lives and promote self-management. We also support carers and family members to deal with these changes and bereaved relatives. We do this by providing counselling, complementary therapies, wellbeing classes, and supporting information, tailored to the needs of our users at, and around, our purpose-built centre in Isleworth. Our services are free of charge, but donations are always welcome.

We are looking for people with flexible availability and good communication skills who can support us at community and fundraising events in Hounslow, Richmond & Ealing. The role is an opportunity to help set up and/or run our stall, or be part of our team, at a variety of fun and interesting events such as bucket shaking fundraisers, community fairs, fetes, open days, information days etc. These events may take place of a weekday, evenings or quite often at weekends so we are looking for those who have spare time and feel comfortable dealing with the public. Applicants with access to a vehicle to travel/take things to events and those physically fit enough to set up/take down our stall and carry equipment and deliver/give out leaflets are especially welcome.

Time Commitment – Flexible (including weekends) – There tends to be more events in the summer and in the lead up to Christmas.

Main Duties

- Attending agreed events in Hounslow, Richmond or Ealing based on event date/time and your agreed availability.
- Helping to set up a stall/area at fundraisers and community events, making sure that our materials are clearly displayed.
- Engaging with the public, fundraising, leafleting and providing information about our services.
- Preparing for events, making sure that the required materials (banners, leaflets, posters, etc) are available.
- Understanding the purpose of each event, audience, and objectives of attendance.
- Any other suitable related tasks and duties that maybe set by the Fundraising & Engagement Team.

Volunteer Specification

- Ability to acquire knowledge of what The Mulberry Centre offers to people affected by cancer.
- Good communication skills.
- Confident engaging with the public, gaining their interest and inspiring donations.
- Ability to work unsupervised (with experience) if necessary.
- The ability to travel to and access specific community event locations across the boroughs of Hounslow, Richmond and Ealing.
- Flexible availability to attend events, including weekends.

- Previous experience of preparing for and representing an organisation at events, access to a vehicle to travel/take things to events, and physically fit enough to carry banners and leaflets, desirable but not essential.

Support and Training

- You will be provided with a short induction covering the objective of the role, the work of The Mulberry Centre, and its procedures and policies relevant for your volunteering role.
- We will do our best to assist your volunteering role with us. This will include evaluation sessions and we will continue to keep you updated with all the relevant information on what support The Mulberry Centre offers.
- There will be ongoing support from the Fundraising & Engagement Team.
- Expenses are reimbursed for travel incurred in order to carry out your volunteering duties. The reimbursement of any other 'out of pocket' expenses is subject to prior approval by your Lead.

Next Steps

- Complete the online application form.
- Informal Interview.
- If you are accepted as a volunteer, we will contact your two referees.
- Role specific and general induction/training.
- Short-term volunteers providing support on an ad-hoc basis are not required to go through all the recruitment procedures unless they start volunteering on a more regular basis or their hours increase beyond 5 hours a month.

Further information: E-mail: volunteer@themulberrycentre.co.uk

Responsible to: Fundraising & Engagement Team